



## **UTSC Graduate Student Travel Grant Application (2023-24)**

The Office of the Vice-Principal Academic & Dean will support graduate students for expenses associated with actively participating at academic conferences. The maximum value of this grant is \$500.

The UTSC Graduate Student Travel Grant application should be submitted within the academic year (September 1 – August 31) in which the conference took place. If the student applies for the UTSC Graduate Student Travel Grant to cover expenses less than \$500, the value of the UTSC Graduate Student Travel Grant can be split with another conference happening in the same academic year.

**The student eligibility criteria are as follows:**

- Applicants must be registered full-time in a graduate degree program (master's or doctoral) at the time of conference participation and when submitting the UTSC Graduate Student Travel Grant application.
- [Travel grant applicants must be UTSC affiliated on ACORN.](#)
- Conference participation must take place before completion of program requirements.
- Registration fees for academic conferences that have been moved online are eligible for the UTSC Graduate Student Travel Grant.

**Requested documentation:**

- Completed application form signed by the student and their primary supervisor
- Supporting documentation confirming that conference participation has occurred. Acceptable proof includes certificate of conference attendance, conference registration receipt (for online conferences), hotel bill, taxi or meal receipts at travel destination, etc.

| <b>Student Section</b>   |  |            |  |                              |  |                      |  |
|--|--|------------|--|------------------------------|--|----------------------|--|
| First Name:  |  | Last Name: |  | Student Number:              |  |                      |  |
| E-mail address:  |  | Program:   |  | Program year:                |  | Graduate Department: |  |
| Supervisor:  |  |            |  | Supervisor's e-mail address: |  |                      |  |
| Name of Conference:  |  |            |  |                              |  |                      |  |
| Location of conference (may indicate location as "online", if applicable): |  |            |  |                              |  |                      |  |



|   |   |
|---|---|
| Dates of conference:  | I had yet to complete all my program requirements at the time of this conference. |
| Type of participation (e.g. poster, oral presentation)  |   |
| List of other travel grants or funding sources that you will receive to support your participation at this conference:  |   |
| Total conference costs (not including per diem):  | Amount requested from the UTSC Graduate Student Travel Grant (max \$500):         |
| If your request is <u>less than \$500</u> , please indicate if this is your first or your second application for the UTSC Graduate Student Travel Grant in the current academic year? |   |
| I confirm that I am an UTSC affiliated student.<br>To change campus affiliation, visit our <a href="#">website</a> to learn more.   |   |
| Student's Signature:  | Date:   |

| Supervisor Section  |  |                         |
|---|--|-------------------------|
| <b>I attest that</b>  | Student's First Name:                        | Student's Last Name:    |
|   | <b>attended and actively participated at</b> |                         |
| Name of Conference:   | Dates of conference:                         | Location of conference: |
| <b>And that the expenses requested to be reimbursed by the UTSC Graduate Student Travel Grant are not being reimbursed from another source.</b> |  |                         |
| Supervisor Signature:   | Date:  |                         |